

COLLEGE POLICIES TO BE SHARED ALONG WITH COURSE SYLLABI

SEXUAL HARASSMENT AND DISCRIMINATION STATEMENT

Bay College takes its responsibilities under Title IX of the Education Amendments of 1972 seriously. Bay College is committed to providing an educational environment free from discrimination or harassment based on race, color, national origin, religion, sex, gender identity, age, disability, or other protected status. Bay College Board Policy 1060 prohibits discrimination or harassment based on sex or gender. Prohibited acts include but are not limited to sexual assault, sexual harassment, domestic violence, dating violence, and stalking.

Students who experience or observe an incident of sex- or gender-based discrimination are encouraged to report it to a College employee or a member of the College's Title IX team. Faculty and staff are considered "responsible employees" and are required to report any such incident they observe or of which they are made aware. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a College-approved research project. Students also have options to discuss issues confidentially.

Questions concerning discrimination or harassment on the basis of gender may be directed as well to any of the Title IX Coordinators:

For any incident:

Dave Laur

Director of Student Life and Title IX Coordinator

dave.laur@baycollege.edu

906-217-4031

For incidents involving an employee, including incidents between an employee and student:

Beth Berube

Director of Human Resources and Deputy Title IX Coordinator-Employees

Beth.berube@baycollege.edu

906-217-4036

For incidents involving a student, including incidents between a student and a non-Bay College affiliated person:

Becky Landenberger

Registrar and Deputy Title IX Coordinator-Students

Becky.landenberger@baycollege.edu

906-217-4266

SEXUAL HARASSMENT AND DISCRIMINATION STATEMENT (Continued)

A complaint may also be filed by going to the Bay College website Campus Safety page, <http://www.baycollege.edu/Around-Campus/Campus-Safety.aspx>, and selecting the “Incident Report” link <https://cm.maxient.com/reportingform.php?BayCollege>. This report allows individuals to identify themselves or to submit an anonymous report.

BAY COLLEGE ADA STATEMENT

Disability-related accommodations and services for all Bay College students are provided through the Office of Accessibility (OOA) located on the Escanaba campus, room 811 of the Student Success Center in the HUB, or call 906-217-4017, or email OOA@baycollege.edu. If you are a student with a disability and think you may require disability-related accommodations or services, please contact the Office of Accessibility. Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation in accordance with federal, state, and Bay de Noc Community College guidelines. Our online accessibility policy can be viewed at <http://www.baycollege.edu/Academics/Online-Learning/Accessibility-Policy.aspx>.

ACADEMIC INTEGRITY

It shall be the policy of the Bay de Noc Community College Board of Trustees that the college provides opportunities for students to gain the knowledge, skills, judgment and wisdom they need to function in society as responsible citizens. Plagiarism, falsifying data, and other forms of academic dishonesty are inconsistent with the college’s goals and mission. Students are expected to pursue their education at Bay College with honor and integrity. In line with this college policy, any student found cheating, copying, or otherwise misrepresenting his/her performance, or any way gaining an unfair advantage over other students will be subject to disciplinary actions according to the Bay College Academic Integrity Procedures.

STUDENT ACADEMIC ASSISTANCE

The Bay College **Library** provides services that are designed to meet classroom-related and general information needs of all students, faculty, staff and community members. The Library’s primary goal is to provide resources that will enhance and expand an individual’s learning experience. Physical resources can be sent to Bay College West upon request. Our digital resources can be accessed from the Library website <http://library.baycollege.edu/>, stopping by HUB 850 on the Escanaba campus, emailing libraryhelp@baycollege.edu or calling 906-217-4055 for assistance.

STUDENT ACADEMIC ASSISTANCE (CONTINUED)

The **Office of Accessibility (OOA)** assists all students taking Bay College courses with a variety of services for course accommodations. Services include, *but are not limited to*, extended time for testing, classroom note taker, reader and/or scribe, alternative textbooks, use of a recorder for academic needs and interpreting for the deaf. No matter where a student is taking a Bay College course, to request accommodations email ooa@baycollege.edu or call 906-217-4017. The Office of Accessibility is located in room 811 of the Student Success Center in the HUB at the Escanaba Campus.

Online Learning Support is available to students. Students can receive live support for technical issues they encounter related to online learning. For assistance, stop by Online Learning Support in the HUB at the Escanaba campus Monday-Friday 8:30 am-5 pm, call 906-217-4276 or email onlinehelp@baycollege.edu.

Placement test preparation is available to students seeking to place well initially or re-test to improve their placement in English, reading, or math. Students can schedule an appointment to receive preparation resources and strategies on how to prepare to take the placement test. Tutoring requests can be made through the front reception desk of the Student Success Center in the HUB at the Escanaba Campus or at the Student Success Center at West Campus in room 221. Feel free to stop in or call 906-217-4230 for main campus or 906-302-3004 for West Campus. Students can also email ssc@baycollege.edu.

Supplemental Instruction (SI) is an internationally recognized academic support program that targets traditionally difficult courses. Students come together in regularly-scheduled study sessions that are embedded in their course schedules to compare notes, discuss course materials, develop study tools, practice problem solving, and prepare for exams. These sessions are facilitated by trained SI leaders that attend the course with students and prepare study materials for use during SI sessions. SI staff can be found in the Student Success Center (rooms 827-833 at the Escanaba Campus or room 221 at West Campus) or can be reached via phone at 906-217-4175.

Testing Services at Bay College provides proctored testing for both online and traditional courses. If you have a class on any campus or online that requires you to take proctored exams, and/or you have questions about testing services, please contact the campus you will be testing at: for Escanaba Campus please stop by room 876 in the HUB or call 906-217-4035 and for West Campus please stop by the Help Desk in the Computer Lab or call 906-302-3200. As always if there is no answer, please leave a voicemail and someone will return your call as soon as possible. You may also contact both campus Testing Services via TestingServices@baycollege.edu.

The **TRiO Student Support Services** program provides many services to students, including academic planning, career exploration, transfer assistance, personal financial training and support, FAFSA assistance, cultural & college trips, leadership opportunities, grant aid, and tutoring in math, writing and General Education courses. The TRiO reception offices are located in room 815 of the Student

STUDENT ACADEMIC ASSISTANCE (CONTINUED)

Success Center in the HUB at the Escanaba Campus, 906-217-4133 and in the Student Success Center at West Campus, 906-302-3035. You may also contact TRiO staff via TRiO@baycollege.edu.

Tutoring has become very popular at Bay College and is offered for all courses. Tutoring requests can be made through the front reception desk of the Student Success Center in the HUB at the Escanaba Campus or at the Student Success Center at West Campus in room 221. Feel free to stop in or call 906-217-4230 for main campus or 906-302-3004 for West Campus. Students can also email ssc@baycollege.edu.

The **Online Academic Success Center** is available to all Bay Students on the college's Blackboard platform under COURSES > ONLINE ACADEMIC SUCCESS CENTER

Ways that the Online Academic Success Center can help you:

- The ASC's Drop-box feature allows students to submit essays, projects, or assignments to the college literacy tutors for feedback. You can submit work for any course—be it a lab report, a business presentation, or a videotaped speech—and the tutors will return it back to you within 48 hours.
- Off Campus Online Tutoring Information: If you can't fit tutoring into a 9-5 schedule, but would still like help from the MSC, SSO or TRiO tutors, our ZOOM software allows you to connect with a tutor in a virtual environment at a time that best works for you, be it the evening or a weekend. Contact a center coordinator to sign up and/or learn more about this feature.
- Handouts and Web Resources: If you want to sharpen your skills with clear, easy-to-follow handouts and links, we have many resources available. Additionally, if there's something you don't see on our site, email us! We'd love to hear your feedback.

The Online Academic Success Center is a great resource that will help you on your quest for success and we encourage you to check out all it has to offer.

Please contact Erica Mead, Literacy Specialist at meade@baycollege.edu or 906-217-4135 if you have any questions or suggestions.

Please refer to the college catalog for specific details about services available to students.

This document can also be found online at: <https://www.baycollege.edu/collegepolicies>.